

## 2016 - 2017 Administrative Association End-of-Year Report

The Administrative Association’s 2016-2017 End-of-Year Report to the President’s Advisory and Planning Council provides a summary of accomplishments and goals. All relevant information is for reporting purposes and allows for planning and execution of projects.

### Accomplishments

Implemented plan for General Body meetings on all campuses ensuring accessibility, suitability and opportunity for all interested members to attend meetings	Recorded two sessions to determine interest of absent members to access information and remain current with various activities.
Facilitated four off-campus social networking events during after-hours to promote relationship building among professionals in a casual and relaxed setting	Allocated professional development funds: -Fall 2016: \$3,496.00 (7 recipients) -Spring 2017: \$5,181.73 (7 recipients) -2015-2016 Admin. Award: \$500 -2016-2017 Admin. Award: \$500 -Admin. Award plaques: \$180 (1 plaque pending) Total expenditures: \$8,484.00 Total Remaining: \$142.27 (10 May 2017)
Developed a “Welcome Letter” and incorporated into the Human Resources onboarding training to introduce new administrative faculty to the Administrative Association	Restructured General Body meetings to include one-hour Brown Bag sessions
Scheduled meetings for 2017-2018 fiscal year (First Wednesday, each month, 9:00 a.m.)	Developed preliminary goals for 2017-2018.

### Goals

Increase general body membership participation by 10%	To restructure General Body meetings to include one-hour Brown Bag sessions
Offer off-campus monthly networking events to build internal relationships	To reassess the selection and recognition processes to recognize the Administrator of the Year
Provide professional development funds to qualifying applicants within the outlined institution’s budgeting parameters and standards	To restructure voting procedures and incorporate casting ballots during the annual college Administrator’s Work Session

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Executive committee meetings occurred monthly on the first Tuesday, with the final meeting for 2016-2017 scheduled for Tuesday, June 6, 2017 at 2:00 p.m. These standing meetings have facilitated needed communication and interaction. They have also produced a healthy camaraderie among committee members to develop realistic goals and a practical course of action to rebuild and maintain the Administrative Association.

In an effort to maintain compliance with SACSCOC accreditation standards and the bylaws of the PAPC and the Administrative Association, the Administrative Association Executive Staff (AAES) routinely assesses vacant seats (i.e. Faculty Grievance Board, PAPC representatives and other governance positions). A member of the AAES also attends scheduled PAPC meetings for updates pertinent to the Administrative Association.

Professional development financial awards have contributed to college tuition, training, conferences and employee recognition initiatives. This year, 8 members received allocated partial funding toward graduate courses, 1 for an undergraduate course, partial funding assisted 2 requests for training and conferences were funded and two administrators were recognized for their exemplary contributions to the college during the 2015-2016 and 2016-2017 academic years.

In an attempt to engage more administrators and to increase awareness and participation in the Administrative Association, the following courses of action were taken: (1) general body meetings were conducted on four different campuses; (2) condensed general body meetings (90 minutes) twice a semester; and (3) invitations were distributed to general membership for sub-committee representation. For instance, previous meetings included and experiment with recorded sessions for absent members, conferences adjourned within the published 90-minute allotted time and a committee formed to coordinate off-campus networking events. In hopes to increase awareness and participation a "Welcome Letter" was composed to introduce and welcome new administrators to the Administrative Association. By doing so, new employees will can immediately learn of the group during their Human Resources onboard training. While attendance for the social events has been low, a review of advertising, dates, times, location, etc. is in progress with planning underway to adjust the approach and increase administrator attendance.

A call for new members has been issued and the Administrative Association Executive Committee for 2017-2018 has been organized. Changeover will occur during the summer months in preparation for new and continuing members to begin their new two-year terms, or in the case of the Chair, Vice Chair, and Secretary, completing vacancies for the next year. All voting procedures were in accordance with the recently amended and revised Administrative Association Constitution and By-laws.

In closing, ongoing efforts and initiatives are continuously discussed to outline a clear purpose and to ensure all practices and activities align with our goals. All required reports and tasks have been submitted and completed in a timely manner. For 2016-2017, the Administrative Association has accomplished its identified goals and begun planning for an exciting new year.